



Williamson County Board Policy Committee

April 6, 2020 6:00 PM

Executive Committee

1. The Williamson County School Board is meeting electronically as it is necessary to protect public health, safety, welfare in light of the coronavirus.

2. Agenda

3. Board Policies Second Reading

- a. 3.405 Commercial Advertising on Williamson County School Buses
- b. 3.604 Public Records Request
- c. 4.302 Field Trips

4. Board Policies to Waiver Due to Pandemic

- a. 4.605 Graduation Requirements
- b. 5.109 Evaluation



TO: WILLIAMSON COUNTY SCHOOL BOARD

POLICY COMMITTEE MEETING AGENDA

Monday, April 6, 2020

6:00 p.m., PD Conference Room

Williamson County School Board is Meeting Electronically Because it is Necessary to Protect Public Health, Safety and Welfare in Light of the Coronavirus.

Policies for Second Reading

- 3.405 Commercial Advertising on Williamson County School Buses
- 3.604 Public Records Request
- 4.302 Field Trips

Policies for Waiver due to Pandemic

- 4.605 Graduation Requirements
- 5.109 Evaluation

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Commercial Advertising on Williamson County School Buses	Descriptor Code: 3.405	Issued Date: 11/18/19
		Rescinds: 3.4003	Issued: 05/27/14

- 1 Commercial advertising space shall be displayed on the exterior or interior of Williamson County
2 School Buses and is subject to the following restrictions and limitations:¹
- 3 1. ~~Advertising~~ The size and location of the advertisement shall be in accordance with state law
4 and approved by the Superintendent of Schools or his/her designee;¹
5
 - 6 2. The Superintendent of Schools or his/her designee shall be responsible for the sale and
7 approval of the advertisement;
8
 - 9 3. Advertising space shall be limited to the rear quarter panel of each school bus. No more than
10 two (2) advertisements per rear quarter panel shall be permitted.
11
 - 12 4. There shall be no advertising on school buses of tobacco products, alcohol products, political
13 campaigns,² or individual food items that cannot be sold to students through vending
14 machines;³ ~~Advertising space on each bus shall not exceed sixteen inches (16") in height and
15 sixty inches (60") in length on each side of the bus.~~
 - 16
 - 17 5. All advertising shall be displayed in black lettering on a white background, and/or include
18 vendor logo;
19
 - 20 ~~6. There will be no advertisement of tobacco products, alcohol products,~~
21
 - 22 7. The only advertisement authorized under this policy is the following: "(Name of Vendor)
23 Supports Williamson County Schools;"
24
 - 25 8. The advertisements shall not cover any structural or sheet metal damage or alterations;
26
 - 27 9. Costs of advertising shall not exceed \$1,500 annually per school bus.

Legal References

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144
3. TCA 49-6-2307

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Public Records Request	Descriptor Code: 3.604	Issued Date: 11/18/19
		Rescinds: 3.604	Issued: 08/21/17

1 The Tennessee Public Records Act (“TPRA”) provides that all state, county and municipal records
2 shall, at all times during business hours be open for personal inspection by any citizen of this state, and
3 those in charge of the records shall not refuse such right of inspection to any Tennessee citizen, unless
4 otherwise provided by state law.¹ Accordingly, the public records of Williamson County Schools
5 (“WCS”) are presumed to be open for inspection unless otherwise provided by law. Access to public
6 records shall be limited to Tennessee citizens.

7 Personnel of Williamson County Schools shall timely and efficiently provide access and assistance to
8 Tennessee citizens requesting to view or receive copies of public records to the degree required by
9 applicable law. No provisions of this Policy shall be used to hinder access to open public records.
10 However, the integrity and organization of public records, as well as the efficient and safe operation of
11 Williamson County, shall be protected as provided by current law. Concerns about this Policy should
12 be addressed to the Public Records Request Coordinator for Williamson County Schools or to the
13 Tennessee Office of Open Records Counsel (“OORC”).

14 This Policy is available for inspection and duplication at the Williamson County School’s central
15 office and at www.wcs.edu. This Policy shall be reviewed every two years to ensure continued
16 compliance with applicable law.

17 This Policy shall be applied consistently throughout the various offices, departments, and/or divisions
18 of Williamson County Schools.

19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody
21 and care of a public record. The records custodian is not necessarily the original preparer or
22 receiver of the record.
23
- 24 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,
25 electronic data processing files and output, films, sound recordings, or other material,
26 regardless of physical form or characteristics, made or received pursuant to law or ordinance or
27 in connection with the transaction of official business by any governmental agency.
28
- 29 3. Public Records Request Coordinator: The individual, or individuals, designated in Section III,
30 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are
31 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The
32 Public Records Request Coordinator (“PRRC”) may also be a records custodian.

- 1 4. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection
2 or duplication.

3 Requesting Access to Public Records

- 4 1. Public record requests shall be made to the Public Records Request Coordinator
5 ("Coordinator") or his/her designee in order to ensure public record requests are routed to the
6 appropriate records custodian and fulfilled in a timely manner.
7
- 8 2. ~~Requests for inspection only cannot be required to be made in writing. The Coordinator should~~
9 ~~request a mailing or email address from the requestor for providing any written communication~~
10 ~~required or permitted under the TPRA. Requests for inspections may be made orally. WCS~~
11 ~~would, however, prefer but does not require a written or digital request. The Coordinator shall,~~
12 ~~however, request a U.S. mail address or email address from the Requestor in order to provide~~
13 ~~any written communication required under the TPRA.~~
14
- 15 3. Requests for inspection may be made orally, ~~or~~ in writing or in person at the Williamson
16 County Schools Central Office located at 1320 Main Street, Suite 202, Franklin, Tennessee
17 37064; by U.S. mail at the Williamson County Schools, 1320 Main Street, Suite 202, Franklin,
18 Tennessee 37064 or by calling Williamson County Schools at 615-472-4000.
19
- 20 4. Requests for copies of public records shall be made in writing delivered in one of the following
21 ways: in person at the Williamson County Schools Central Office located at 1320 Main Street,
22 Suite 202, Franklin, Tennessee 37064; by U.S. mail at the Williamson County Schools, 1320
23 Main Street, Suite 202, Franklin, Tennessee 37064 or by calling Williamson County Schools at
24 615-472-4000.
25
- 26 5. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or
27 alternative acceptable form of ID is not required as a condition to inspect or receive copies of
28 public records, unless there is an indication that the Requestor is not a Tennessee citizen.

29 Responding to Public Records Requests

- 30 1. The Coordinator shall review public record requests and make an initial determination of the
31 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the
32 records requested are described with sufficient specificity to identify them; and c. Whether the
33 records are Williamson County Schools records and, if so, what Williamson County School is
34 the custodian of the records
35
- 36 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate
37 action(s):
38
- 39 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;
40
- 41 b. If the requester asks for copies explain the form that needs to be completed and any
42 fees, if not otherwise waived.
43

- 1 business days from the records custodian's receipt of the request notify the requestor in
2 writing.
- 3
- 4 c. If a records custodian denies a public record request, he or she shall deny the request in
5 writing.
- 6
- 7 d. If a records custodian reasonably determines production of records should be segmented
8 because the records request is for a large volume of records, or additional time is
9 necessary to prepare the records for access, the records custodian shall notify the
10 requestor in writing that production of the records will be in segments and that a records
11 production schedule will be provided as expeditiously as practicable. If appropriate, the
12 records custodian should contact the requestor to see if the request can be narrowed.
- 13
- 14 e. If a records custodian discovers records responsive to a records request were omitted,
15 the records custodian should contact the requestor concerning the omission and produce
16 the records as quickly as practicable.
- 17
- 18 5. Redacting Confidential Information or Information not otherwise subject to the Public Records
19 Act.
- 20
- 21 a. If a record contains confidential information or information that is not open for public
22 inspection, the records custodian shall prepare a redacted copy prior to providing
23 access. If questions arise concerning redaction, the records custodian should coordinate
24 with counsel or other appropriate parties regarding review and redaction of records.
- 25
- 26 b. Whenever a redacted record is provided, a records custodian should provide the
27 requestor with the basis for redaction. The basis given for redaction shall be general in
28 nature and not disclose confidential information. [A records custodian is otherwise not
29 required to provide any sort of privilege log.](#)
- 30
- 31 6. Inspection of Records
- 32
- 33 a. There shall be no charge for inspection of open public records [that are subject to
34 inspection under the TPRA.](#)
- 35
- 36 b. [Inspection of public records shall take place at Williamson County Schools located in
37 Williamson County, Tennessee. The location for inspection of public records within
38 Williamson County Schools shall be determined by the PRRC or the appropriate
39 records custodian. A member of WCS staff will assist the requestor while inspecting
40 public records.](#)
- 41
- 42 c. [Appointments for inspection of public records are required.](#) The record Custodian will
43 cooperate with the requester and try to schedule a time during regular business hours
44 that is convenient for the requestor.
- 45

1 7. Copies of Records

- 2
- 3 a. A records custodian shall promptly respond to a public record request for copies.
- 4
- 5 b. Copies will be available for pickup at a location specified by the records custodian.
- 6
- 7 c. Upon payment for postage, copies will be delivered to the requestor's home address by
- 8 the United States Postal Service.
- 9
- 10 d. A requestor is not permitted to make copies of records with any type of personal
- 11 equipment, including but not limited to cell phones, portable scanners, flash drives or
- 12 portable copy machines, and is prohibited from removing the records to have copied by
- 13 a third party.
- 14

15 8. Fees and Charges and Procedures for Billing and Payment

- 16
- 17 a. Records custodians shall provide requestors with an itemized estimate of the charges
- 18 prior to producing copies of records, to the extent possible, and may require pre-
- 19 payment of such charges before producing requested records.
- 20
- 21 b. When fees for copies and labor do not exceed five dollars (\$5.00), the fees may be
- 22 waived. Requests for waivers of any fees above must be presented to the Coordinator
- 23 who is authorized to determine if such waiver is in the best interest of Williamson
- 24 County and in the public good. Fees associated with aggregated records requests will
- 25 not be waived.
- 26
- 27 c. The Superintendent, or his or her designee, may waive or reduce any part of the fees
- 28 calculated under this policy upon a submission of a written request for waiver or
- 29 reduction. Any decision to waive or reduce the fees is in the sole discretion of the
- 30 Superintendent, is not subject to judicial review and does not establish any precedent.
- 31
- 32 d. Payment in advance is required for all requests for copies of public records.
- 33
- 34 e. Fees and charges for copies are as follows:
- 35 i. \$0.15 per page for letter- and legal-size black and white copies.
- 36 ii. \$0.50 per page for letter- and legal-size color copies.
- 37 iii. Other fees: A Public Records Custodian may charge higher fees for copies of
- 38 documents that are on a medium other than 8½ x 11 inch paper or 8½ x 14 inch
- 39 paper.
- 40 iv. Cost of Labor to produce copies. When the total time to fulfill a public records
- 41 request exceeds 1 hour the records custodian may charge the Requester a labor
- 42 fee after the Requester is notified of the labor charge.
- 43 1. In calculating the charge for labor, a Records Custodian shall determine
- 44 the number of hours each employee spent producing a request.
- 45 2. The Records Custodian shall then subtract the 1 hour threshold from the
- 46 number of hours the highest paid employee spent producing the request.

1 3. The Records Custodian will then multiply the total number of hours to be
2 charged for the labor of each employee by that employee's hourly wage.

3 4. Finally, the Records Custodian will add together the totals for all the
4 employees involved in the request and that will be the total amount of
5 labor that can be charged.

6 v. In calculating the charge for labor, a Records Custodian shall determine the
7 number of hours each employee spent producing a request.

8 vi. The Records Custodian shall then subtract the 1 hour threshold from the number
9 of hours the highest paid employee spent producing the request.

10 vii. The Records Custodian will then multiply the total number of hours to be
11 charged for the labor of each employee by that employee's hourly wage.

12 viii. Finally, the Records Custodian will add together the totals for all the employees
13 involved in the request and that will be the total amount of labor that can be
14 charged.

15 ix. If an outside vendor is used, the actual costs assessed by the vendor.

~~x. Payment in advance is required.~~

16 9. Aggregation of Frequent and Multiple Requests.

17
18 a. Williamson County Schools ~~will not~~ [may](#) aggregate public record requests when more
19 than (4) requests are received within a calendar month either from a single individual or
20 a group of individuals deemed working in concert, [and WCS adopts the "Frequent and
21 Multiple Request Policy" and any successor policy developed by the Office of Open
22 Records Counsel.](#)

23
24 b. [Such requests may be aggregated on any level whether by school, department, program,
25 office or otherwise.](#)

26
27 c. [The PRRC is responsible for making the determination that a group of individuals are
28 working in concert. The PRRC must inform the individuals that they are deemed to be
29 working in concert and that they have the right to appeal the decision to the Office of
30 Open Records Counsel.](#)
31

Legal References

1. TCA 10-7-503(a)(2)(A)

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Williamson County Schools

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number and Email: _____

Is the requestor a Tennessee citizen? ___Yes___No

Request: ___ Inspection (The TPRA does not permit fees or require a written request for inspection only).

___ Copy/Duplicate (The cost for copies is .15 per page for black and white copies).

Records Requested:

Provide a detailed description of the record(s) requested, including (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable Williamson County Schools to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Date Received by Williamson County Schools

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips	Descriptor Code: 4.302	Issued Date: 06/17/19
		Rescinds: 4.302	Issued: 11/27/17

1 All school-sponsored field trips must be educational in nature and be clearly relevant to a specific lesson
2 or unit of study in the established curriculum. All school-sponsored field trips must be approved by the
3 school Principal. Overnight school-sponsored field trips must be approved in advance by the school
4 Principal and the Superintendent of Schools.

5 Each student shall have written permission from a parents or guardian on file at the school, prior to
6 leaving on a trip.

7 The individual school must pay from its funds the cost of hiring the bus driver as per Board approved
8 schedule.

9 At least one teacher must accompany each bus on any school-sponsored field trip.

10 **Post-Secondary Institution Visits**

11 Seniors may visit post-secondary institutions during the school year for no more than four (4) days per
12 year. The student must bring documentation from the post-secondary institution indicating the student
13 visited. Post-secondary institution visits will be considered field trips for attendance purposes as long as
14 the student provides documentation. Documentation must be returned to the school following the post-
15 secondary institution visit within three (3) school days for the student's absence to be considered a field
16 trip for attendance purposes.

17 **Independently Planned Trips**

18 Trips privately planned by school district employees, acting outside the scope of their employment, are
19 not authorized by the school district.

20 These trips are not approved by the Board and are not considered a part of the curriculum. Total
21 responsibility for privately planned trips rests with the chaperone(s) as well as with the
22 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 23 1. Board funds or resources shall not be used;
- 24 2. School district materials shall not be used;
- 25 3. The Board shall not assume any liability;
- 26 4. Employees are not authorized to act on behalf of the school district;
- 27 5. Recruitment efforts made by an employee shall not occur during the instructional school day;
- 28 and
- 29 6. Absences caused by participation in privately planned trips shall be considered unexcused.

Cross References

Special Use of School Vehicles 3.402

Extracurricular Activities 4.300

Attendance 6.200

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 06/17/19
		Rescinds: 4.605	Issued: 04/20/15

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

4 1. Achieve the specified twenty-two (22) units of credit;

5 2. Take the required end of course exams;

6 3. Take the ACT or SAT prior to graduation;² and

7 4. Complete a United States civics test.³

8 **GRADUATION CEREMONY**

9 Qualification for and participation in graduation or commencement ceremonies shall be limited to
10 seniors who have satisfactorily completed the requirements for a diploma. Students completing
11 requirements in the summer may participate in a district-wide summer graduation ceremony

12 Upon completion of the Fifth (5th) and Eighth (8th) grades, recognition programs for students may be
13 celebrated. Report cards for those students may be presented at that time, along with special
14 recognition of student's achievement. Formal graduation activities are reserved for graduation from
15 high school.

16 **DIPLOMA REQUIREMENTS**

17 Graduation requirements for Williamson County students will be in compliance with (meet or exceed)
18 currently approved regulations of the Tennessee State Board of Education regarding types of diplomas
19 and course requirements as outlined in policy 4.6051.

20 **SPECIAL EDUCATION STUDENTS⁴**

21 Special education students who earn the prescribed twenty-two (22) credit minimum, **without**
22 **modification**, shall be awarded a regular high school diploma.

23 Students who have received the below diplomas shall continue to make progress towards a regular high
24 school diploma until the end of the school year in which they turn twenty-two (22) years old.

25 *Special Education Diploma*

26 A special education diploma shall be awarded to students who have not met the requirements for a regular
27 high school diploma,⁵ but have:

- 1 1. Completed four (4) years of high school;
- 2 2. Made satisfactory progress on their IEP; and

3 *Occupational Diploma*

4 Special education students who do not meet the requirements for a regular high school diploma may be
5 awarded an occupational diploma if the student has:^{1,4}

- 6 1. Completed at least four (4) years of high school;
- 7 2. Made satisfactory progress on their IEP;
- 8 3. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
9 (SKEMA); and
- 10 4. Has two (2) years of paid or non-paid work experience.

11 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
12 year or two (2) academic years prior to the expected graduation date.

13 *Alternate Academic Diploma*

14 Special education students who do not meet the requirements for a regular high school diploma may be
15 awarded an alternate academic diploma if the student has:⁴

- 16 1. Completed at least four (4) years of high school;
- 17 2. Participated in the high school alternate assessments;
- 18 3. Earned the prescribed twenty-two (22) credit minimum;
- 19 4. Made satisfactory progress on their IEP; and
- 20 5. Completed a transition assessment that measures postsecondary education and training,
21 employment, independent living, and community involvement.

22 **STUDENT LOAD**

23 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
24 of six (6) units of credit for graduation per year.⁶

25 **EARLY GRADUATION⁷**

26 *Fast Track Option to Early Graduation*

27 Limits on the amount of high school course credit for students following a Fast Track option to early
28 graduation are as follows:

- 29 1. A maximum of eleven (11) credits may be earned during a full calendar (12 months) year.
- 30 2. A maximum of nine (9) credits may be earned during a regular academic (180 day school
31 calendar) year.
- 32 3. A maximum of three (3) credits may be earned during a full summer.
- 33 4. A maximum of nine (9) credits, cumulative throughout high school career, may be earned in
34 summer school to be counted for meeting graduation requirements.

1 5. Any exception to this policy must be requested in writing. The request must be approved in
2 writing.

3 A variety of honors and distinctions may be awarded to graduating students meeting state or locally
4 specified criteria. Students are eligible to earn all honors and distinctions listed below. See the WCS
5 Program of Study guide for criteria. Students are responsible for self reporting and submitting
6 evidence for each of the honors and distinctions.

- 7 1. Williamson County Schools Honors Diploma
- 8 2. Tennessee Honors
- 9 3. Williamson County Distinction
- 10 4. Tennessee Tri Star Scholar
- 11 5. Tennessee Distinction
- 12 6. Seal of Biliteracy
- 13 7. Community Service
- 14 8. National Career Readiness
- 15 9. Work Ethic Distinction
- 16 10. Individual School Honors Diploma

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Honor Roll, Awards, & Class Ranking 4.602

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 02/17/20
		Rescinds: 5.109	Issued: 11/26/12

1 All employees are to be evaluated annually. Educators in Williamson County will be evaluated using a
2 state approved and Board approved model for local evaluation.1

3 An evaluator team may be involved for educator evaluations at the Principal's discretion. Evaluation
4 shall be for the purpose of improving instruction and ensuring competent and effective performance. A
5 portion of the evaluation will include specific student performance objective data.

6 **LICENSED TEACHERS**

7 Licensed teachers shall be evaluated each year according to the Tennessee State Board of Education
8 evaluation policy with the annual evaluation to be completed by the last teacher workday. Observations
9 shall only be conducted by state certified observers for the school year in which the evaluation is taking
10 place.

11 If any observer who is a Principal's designee notes a deficiency during any observation, they shall
12 immediately provide a copy of the observation to the Principal. The Principal shall take appropriate
13 action, depending on the nature of the deficiency noted, up to and including issuing a Notice of
14 Deficiency and Improvement Plan.

Legal References

1. TRR/MS 0520-02-.01-02; SBE Policy 5.201

Cross References

Evaluations of Instructional Programs 4.702
Job Descriptions 5.103
Orientation and Probation 5.107